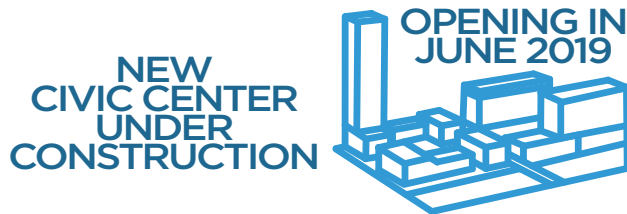


**CITY OF
LONG BEACH**
California



MANAGEMENT ASSISTANT PROGRAM

For the past 38 years, the City of Long Beach Management Assistant Program has been attracting the country's top graduate students to work in the exciting field of local government. The Management Assistant Program provides talented individuals with the experience needed to gain the knowledge and skills to be effective local government leaders.



Qualifications

Applicants must have completed the requirements for a Master's Degree in Public Administration, Public Policy, Business Administration, Urban Planning or related field by June 2018 and must have 6 months of paid or voluntary experience in government, finance, legislation, research, or statistical analysis.

Salary

The salary for this position is approximately \$56,090, plus a full benefits package and a CalPERS defined benefit pension with an employee participation currently at 6.5 percent of salary.

Management Assistants have access to:

- Learn about the challenges and opportunities of managing a large organization by working under the direction of the City Manager in four different departments during your year as a Management Assistant, including the City Manager's Office and Financial Management.
- Take a leadership role on challenging citywide projects throughout the course of the program. Management Assistants are considered key members of the City Management Team and will have the opportunity to contribute to internal and external City priorities across departments.
- Work alongside highly accomplished career managers and be privy to the highest level of executive decision-making, including weekly engagement in Department Director meetings. The expectations and the workload for Management Assistants are very high, and program participants join a cohort of accomplished City leaders. Management Assistants gain invaluable experience and management skills, and are well prepared to compete for professional positions within the City.



- Candidates will be assessed on their critical thinking ability, leadership potential, and ability to communicate effectively through a series of assessments, written tests, and interviews.
- Top candidates will be invited to the City of Long Beach in the Spring for a full day Assessment Center. The selection committee will make final job offers at the conclusion of the Assessment Center.



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www.longbeach.gov/jobs

Applications must be received by Monday, January 15, 2018 no later than 11:59pm. If you have any questions about this recruitment, please email: Management.Assistant@longbeach.gov



EQUAL OPPORTUNITY EMPLOYER

The City is an Equal Opportunity Employer and values diversity at all levels of the organization. This information is available in an alternative format by request at: (562) 570-7144. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

*The fellowship is named for former Management Assistant, David Wodynski, who rose quickly in the organization and passed away in 2010.